**First Name Last Name**

E-mail Address | Phone Number | Street Address City, State Zip Code

**EDUCATION**

Name of College, Degree Graduation Month/Year

**CERTIFICATIONS**

Name of Certification, Issuing Organization Month/Year received

**EXPERIENCE**

**Name of Company** Year-Month Year

Street Address City, State Zip Code | Phone Number

Hours per week | Annual Salary or Hourly Wage

*Job Title*

* Job duty/responsibility—relate your experience closely with the job duties/responsibilities that are mentioned in the job description. Do not just list job duties; go into a bit of detail. Include about ten years of experience or as much experience as you can that is related to the position you are applying for.
* Job duty/responsibility
* Job duty/responsibility
* Job duty/responsibility

**SKILLS**

* List technical skills here. Carefully read the job description for technical skills that are required for the job, including software you know how to use or equipment you know how to operate
* Technical skill
* Technical skill
* Technical skills

**TRAINING**

* List related training. Training Name, Date Completed

**ACTIVITIES AND HONORS**

* List any activities or honors that show you are a well-rounded candidate. This could be community involvement or special honors that you have received.